



Woodlands school

Part of the Marches Academy Trust

**Learning Development and Aspiration Mentor
Recruitment Pack**

July 2023



woodlands.school |



SY4 5PJ



@WoodlandsShropshire

Meet our Headteacher



Woodlands School is a Specialist School catering for children aged nine to sixteen who have Special Educational Needs (SEN), specifically Social, Emotional and Mental Health needs (SEMH).

The school has facilities for and can accommodate up to 84 children with EHC plans on a non-residential basis.

Children attend from year five to year eleven and are taught in small groups with a high staff ratio, usually two members of staff to each teaching group; one teacher and one Special Support Assistant. The high staff to child ratio within classrooms is recognition that children coming to Woodlands School have a range of learning, social, emotional and mental health needs. Consequently, they require a significantly higher level of support to enable them to access education where they have previously struggled in mainstream settings.

Woodlands has a very strong ethos that places the child at the centre of everything we do. We recognise that the young people we have in our school want to do well and want to achieve. We understand that sometimes they struggle to regulate their behaviour and we aim to support them through co-regulation to learn to manage themselves so they are ready to leave Woodlands School and cope in the world outside.

Our curriculum is broad and balanced. We provide a strong academic curriculum to GCSE / Level 2 and additionally a bespoke approach through our 'Hive' bespoke provision, which includes elements of the academic curriculum and also vocational learning both in school and off-site. The curriculum is centred around the needs of the child or young person set out in their Education, Health and Care Plan and is reviewed frequently.

Our ultimate aim at Woodlands is to prepare our young people for adulthood and enable them to take their next steps knowing they have the skills for independent living and the knowledge and understanding to become healthy adults who can access employment and engage positively with their communities.

Julia Taylor
Headteacher

Job description

Post title: Learning Development and Aspiration Mentor

Salary: Grade 6 - 7 point 7 -17 (£16,912 – £20,298 actual salary (£11.59 - £13.91 per hour (pay award pending)

Hours of work: 32.5 hours per week
Term time plus PD days (with potential for additional holiday working by agreement)

Post status: Permanent

We offer:

- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway.
- Career development opportunities including funded NPQs.
- Excellent resources and facilities.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- As a school in the Marches Academy Trust staff have opportunities to engage with staff across the Trust to support and collaborate with peers and colleagues in sharing the expertise across our family of schools.

Purpose:

Our amazing special school is growing - we need you to be part of our wonderful team!

Do you remember that person from your school days who inspired and motivated you, and maybe changed your life? Could you be one of those adults for our children and young people? Are you ready to change lives?

We want your skills to help shape the futures of our amazing young people, to help them to become the best they can be. Our school is unique, full of love and laughter, and as a dedicated team of supportive colleagues, we hold the young people at the heart of everything we do. We want you to join our team, we want you to be a part of the change for our children and young people who may have never had a positive experience of education, we want you to help us to make a difference.

Why this role above others?

You will be part of a team that has a variety of specialised teachers, all offering support and guidance to each other, which creates a positive and hardworking ethos. They go above and beyond to ensure all students achieve.

Any questions can be raised with Lisa Dugmore ahead of the closing date:

lisa.dugmore@wdl.mmat.co.uk



Responsible to:

The post holder will be responsible to the Deputy Headteacher / Assistant Headteacher and will have contact with students, teaching staff, parents, carers and relevant outside agencies.

Main activities to the particular duties:

- Fulfil the role of a Learning, Development and Aspiration Mentor, focussing primarily on removing barriers to learning for all children and young people across the school.
- Ensure all children are resilient learners who feel happy, safe and make progress in the school environment.
- Assist in the support, education, integration, and development of independence of the children and ensure they retain access to high quality first teaching.
- Contribute to recording and reporting of individual student progress towards targets set.
- Assist across the school in creating the right 'climate' for all students to maximise their achievements across the spectrum of school life.

Supporting colleagues:

- Assist colleagues in the development of a suitable programme of support for students across the school, and at all age ranges.
- Work with colleagues in selecting and preparing resources that meet students' needs and interests.
- Assist in the creation of a safe environment for students within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to the appropriate person
- Contribute to the maintenance of the student's progress records as in their person-centred plan (PCP).
- Participate in the target setting evaluation and review of the person centred plan (PCP) and one page profile (1PP).
- Take responsibility for creating a purposeful and attractive learning environment.

Supporting the students:

- Support and provide general care, welfare and safety of students.
- Support students by responding to their individual needs and promote the inclusion and acceptance of all students.
- Provide support and identify causes/incident triggering student problems.
- Support the development of independent learning skills by helping students develop ownership of tasks.
- Support students working independently from their teaching group – e.g. supervision, collection of work, providing guidance with the task, ensure completed work is returned to staff.
- Aid students to learn as effectively as possible both in group situations and on their own.
- Establish a positive relationship with students.
- Encourage acceptance and integration of students with complex needs.
- Develop methods of promoting/reinforcing student's self-esteem.
- Facilitate and actively encourage independent communication with peers.
- Actively encourage student's independence and self-reliance.
- Support specific students with reading, writing, explaining, organising, encouraging, self-control etc.
- Support students on school trips.
- Follow up student/staff concerns, making telephone and written contact with parents as appropriate.
- Follow up safeguarding issues in line with school policy and practice.
- Take part in student pursuits and activities to develop a better understanding of how students respond to different approaches.
- Meet with teaching and support staff regarding individual or small groups of students.
- Meet with teaching staff that are being supported for lesson preparation and feedback.

Supporting the school:

- Support the aims and ethos of the school
- Liaise and consult with other professionals supporting students.
- Attend relevant in-service training and meetings.
- Undertake medical training and provide medical cover if required
- Undertake any other reasonable duties which might from time to time be requested by the Headteacher or any person delegated by them.
- Follow the school policy documents and schemes of work and keep updated with school and national curriculum documentation.
- Attend and participate in regular meetings and participate in training and other learning activities (performance management) as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop
- Assist with the supervision of sat lunchtimes
- Accompany teaching staff and students, as appropriate, on visits, trips and out of school activities, and take responsibility for a group under the supervision of a teacher.

In addition all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.



Who we are

Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising four secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Woodlands School is a special school for children and young people who have social, emotional and mental health needs. We are proud of the high expectations and aspirations we set for every child and young person, providing an inspiring environment where everyone can learn and achieve.

We provide ambitious and exciting opportunities through well-designed and individualised curriculum packages.

You will be part of a highly effective, supportive team who readily share best practice amongst the team.

Check out our video:

<https://youtu.be/mWoj17al6LA>

Interested? Here's how to apply:

- [Complete the online application](#)

The closing date for applications is **9am on Monday 17th July 2023.**

Interviews will be held: **18th or 19th July - times TBC.**

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement. We are therefore seeking to appoint a Learning Development and Aspiration Mentor.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem

Sarah Finch

CEO

The Marches Academy Trust



Meet our Chair of Trustees



Thank you for your interest in this role of Learning Development and Aspiration Mentor.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 5,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We have an amazing team of teachers and staff that are dedicated to creating amazing places for students to learn whilst instilling a love of learning and life, the drive to achieve, to develop a sense of responsibility, combined with honesty and respect.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Alex Fry
Chair of Trustees

Our Trust vision statement and values

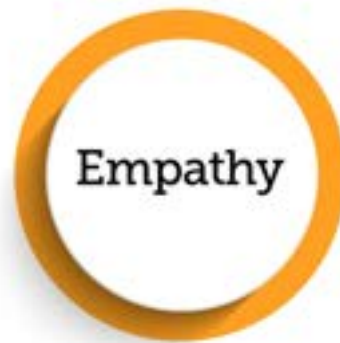
Our vision:

Achievement through caring

Mission statement:

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Values:



Our family of schools



Marches Academy Trust



grove school



marches school



Shrewsbury Academy



Sir John Talbot's school



Woodlands school



Grange Primary School



Longlands Primary School



Lower Heath CE Primary School



Oakmeadow CE Primary School



Tilstock CE Primary School

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Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant. Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

(Cavelle Priestley-Bird
Executive Director of ALL)

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- Emotional - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- Physical - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- Financial - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- Social - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know:

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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